



CITY OF HOUSTON

Job Posting

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19

Applications accepted from:	ALL PERSONS INTERSTED
Job Classification	ADMINISTRATIVE ASSISTANT
Posting Number	PN# 109210
Department	SOLID WASTE MANAGEMENT
Division	ADMINISTRATION / ASSISTANT DIRECTOR'S OFFICE
Reporting Location	611 Walker *
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Drafts correspondence, reports and other documents; proofs/edits documents for accuracy, content and format. Prepares periodic and special reports; compiles information and maintains department reference information. Organizes inventorying, cataloging, retention and retrieval of department documents and files in the office of the Assistant Director. Assists in the coordination of the Solid Waste Management department's executive office management. Conducts administrative research and long-range planning studies on special management activities. Assist with the annual department budget preparation. Performs other duties as requested.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

MINIMUM EXPERIENCE REQUIREMENTS

One (1) year of administrative experience is required with a focus/concentration on effectively using Microsoft Office work products.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Candidates who have office management experience involving one or more senior level managers/executives. Accounting and Budget experience is preferred.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION Yes No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 17
\$992 - \$1404 Bi-weekly \$25,792 - \$36,504 Annually

OPENING DATE

March 1, 2006

CLOSING DATE

March 7, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-9211. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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